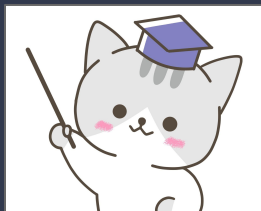


TOEIC Part7 リーディング解説

目標スコア700点～

さやまる プロフィール



- 元国家公務員
- 公務員の仕事でスキルが身につかないことに危機感を覚え、英語学習開始
- 30代後半で英語講師に転職
- サイドFIRE達成
- 英語学習歴15年
- 留学なし、英検1級・TOEIC960点

TOEIC Part7の解き方

- 最初の設問→本文を上から読む→選択肢→次の設問
- キーワード読みしない
- 主語・動詞・意味のまとまりを意識
- 言い換え表現を確認

From: Anna Becker <anna.becker@westfieldcorp.com>
To: All Department Managers
Subject: Revision to Q2 Budget Allocation
Date: March 15, 2024

Dear Managers,

Following our recent board meeting, please note the approved revisions to the second-quarter budget allocation, effective immediately.

Due to the projected shortfall in advertising revenue, the Marketing Department's discretionary budget has been reduced by 15%. Funds initially allocated to digital campaigns will now be redirected toward enhancing customer service operations, including hiring two additional representatives and upgrading our support software.

Departments previously planning collaborative initiatives with Marketing are advised to reassess their timelines and objectives. While marketing support will still be available, it may be limited during the adjustment period.

Please review the attached revised budget sheet by Friday and provide any feedback or concerns by end of day Monday. If you require clarification, feel free to contact the Finance Office directly.

Best regards,
Anna Becker
Chief Operations Officer
Westfield Corporation

Question 1: What is the main purpose of this e-mail?

- A. To announce the hiring of new department managers
- B. To inform recipients of changes to budget allocations
- C. To request approval for an advertising campaign
- D. To schedule a department meeting

Question 2: What can be inferred about the Marketing Department?

- A. It will increase hiring for the next quarter
- B. It will not participate in any collaborative projects
- C. It is facing a reduction in available funds
- D. It plans to expand its digital ad campaigns

Question 3: What action is required by the recipients?

- A. Inform their teams of the new software training
- B. Confirm participation in the upcoming board meeting
- C. Review and respond to the revised budget sheet
- D. Submit marketing proposals for digital campaigns

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Dear Managers,

Following our recent board meeting, **please note** (the **approved** revisions to the second-quarter budget allocation), effective immediately.

revision 修正案 Q2(the second-quarter) 第2四半期 budget allocation 予算配分
effective immediately 即時に有効な

Question 1: What is the main purpose of this e-mail?

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recipient 受信者 inform 人 of ... 人に...を知らせる

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infer 推測する

Due to the **projected** shortfall in advertising revenue, (**the Marketing Department's** discretionary budget) **has been reduced** by 15%. (Funds initially **allocated** to digital campaigns) will now be redirected toward (enhancing customer service operations), including (hiring two additional representatives and upgrading our support software).

shortfall 不足 project 予想する discretionary budget 裁量予算 fund 資金
redirect 向け直す enhance 強化する representative 担当者

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infer 推測する

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- A. Inform their teams of the new software training
 - B. Confirm participation in the upcoming board meeting
 - C. Review and respond to the revised budget sheet
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-

(Departments previously **planning** collaborative initiatives with Marketing) **are advised to** reassess their timelines and objectives. While marketing support will still be available, it may be limited during the adjustment period.

Please review the attached revised budget sheet by Friday and provide any feedback or concerns by end of day Monday. If you require clarification, feel free to contact the Finance Office directly.

collaborative initiative 共同プロジェクト reassess 見直す objective 目標

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inform 人 of ... 人に...を知らせる

(Departments previously **planning** collaborative initiatives with Marketing) **are advised to** reassess their timelines and objectives. While marketing support will still be available, it may be limited during the adjustment period.

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review 見直す、確認する clarification 説明

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- A. Inform their teams of the new software training
 - B. Confirm participation in the upcoming board meeting
 - C. **Review** and **respond** to the revised budget sheet
 - D. Submit marketing proposals for digital campaigns
-

Please review the attached revised budget sheet by Friday and **provide** any feedback or concerns by end of day Monday.

inform 人 of ... 人に...を知らせる

差出人: Anna Becker<anna.becker@westfieldcorp.com>

宛先: 各部門のマネージャー全員

件名: 第2四半期の予算配分の修正について

日付: 2024年3月15日

マネージャーの皆さま

先日の取締役会議を受け、第2四半期の予算配分に関する承認された修正について、以下の通りお知らせいたします。
この修正は即日適用となります。

広告収入の減少が予想されるため、マーケティング部門の裁量予算が15%削減されました。もともとデジタルキャンペーンに割り当てられていた資金は、今後はカスタマーサービスの強化に再配分されます。これには、カスタマーサポート担当者の新規採用2名およびサポートソフトウェアのアップグレードが含まれます。

マーケティング部門と共同プロジェクトを計画していた部署は、スケジュールや目標の再検討をお願いします。マーケティングの支援は今後も提供されますが、調整期間中は制限される場合があります。

添付の修正済み予算シートを金曜日までにご確認の上、ご意見やご懸念がある場合は月曜日の終業時間までにご提出ください。
不明点がある場合は、財務部までお気軽にお問い合わせください。

よろしくお願いいたします。

アンナ・ベッカー

COO(最高執行責任者)

Westfield Corporation

質問1:このメールの主な目的は何ですか？

- A. 新しい部門マネージャーの採用を発表すること
- B. 予算配分の変更を知らせること**
- C. 広告キャンペーンの承認を求めること
- D. 部門会議の日程を決めること

質問2:マーケティング部門について、何が推測されますか？

- A. 次の四半期に採用を増やす予定である
- B. すべての共同プロジェクトから撤退する予定である
- C. 利用可能な予算が削減されている**
- D. デジタル広告キャンペーンを拡大する予定である

質問3:受信者がとるべき行動は何ですか？

- A. チームに新しいソフトウェア研修を知らせる
- B. 次回取締役会議への出席を確認する
- C. 修正された予算シートを確認し、返信する**
- D. デジタルキャンペーン用の提案を提出する